

New Jersey Department of State
Division of Archives and Records Management
2300 Stuyvesant Avenue CN307 Trenton, new Jersey 08625
(609) 530-3200

ORDER FORM FOR MUNICIPAL RECORDS RETENTION SCHEDULES AND REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL FORMS

The New Jersey Department of State, Division of Archives and Records Management is responsible for providing assistance to municipal agencies in the field of records management. Records Analysts assist offices in the identification, creation, and implementation of the records retention schedules which are approved by the State Records Committee.

To obtain disposal authorization for records whose retention periods have expired in accordance with the current retention schedules, a **Request and Authorization for Records Disposal** form must be submitted to the Division. The official custodian, and when necessary, the local auditor, must sign the form prior to its submission to the Division. After the information has been verified, the division director authorizes the destruction request confirming that the records satisfy the established retention periods; the form is then returned to the local agency for final disposition and signature.

To acquire municipal records retention schedules or records disposal forms, check the appropriate box, providing: your name, agency, and address, and mail to the Division of Archives and Records Management.

<input type="checkbox"/> Municipal Clerk	<input type="checkbox"/> Sewage Authority	<input type="checkbox"/> Municipal Law Department
<input type="checkbox"/> Municipal Court	<input type="checkbox"/> Planning Board	<input type="checkbox"/> Engineering Department
<input type="checkbox"/> Tax Assessor	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Health Department
<input type="checkbox"/> Tax Collector	<input type="checkbox"/> Park Commission	<input type="checkbox"/> Housing & Development
<input type="checkbox"/> Welfare	<input type="checkbox"/> Public Works	<input type="checkbox"/> Adult High School
<input type="checkbox"/> Building Inspection	<input type="checkbox"/> Civil Defense	<input type="checkbox"/> School Districts (Contact the
<input type="checkbox"/> Water Utility	<input type="checkbox"/> Public Library	Department of Education/ (609) 984-0905)

☐ General Schedule - County & Municipal Agencies
☐ Request and Authorization for Records Disposal

Name: _____

Agency: _____

Address: _____